HEALTH AND SAFETY POLICY

Hillborough Junior School

Version	Policy 2 model health and safety policy for education **Author:** Corporate Health and Safety **Contact:** DL-LBCCorporateHealthAndSafety@luton.gov.uk **Last Update:** January 2025 by Hillborough Junior School Version: 1.7 School amendments made to personnel.		
Policy Adopted by: Ratified by:	Hillborough Junior School, Premises Committee Full Governing Body		
Policy Sign off by: (Print Name)	Chair of Governors Mr R Cowan	Signature Date	R Cowan 5.3.26
Policy Sign off by: (Print Name)	Head Teacher Mr D Bradshaw	Signature Date	D Bradshaw 5.3.26
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1. Luton Borough Council - Scope of Policy

This policy applies to all educational establishments where Luton Council is the employer. It is augmented by corporate and departmental health and safety arrangements, procedures and safe systems of work as deemed appropriate.

1.1 **Application to educational establishments**

In a community educational establishment in Luton, the employer's legal duties are placed on Luton Council. In turn, through the formal Scheme of delegation, certain responsibilities are placed on governing bodies and head teachers.

In order for the system to work effectively, an educational establishment should set out its arrangements and this is most conveniently done in the health and safety policy.

Whilst having a policy is not, strictly speaking, a community educational establishment's legal responsibility, Luton Council considers it to be an essential element of an educational establishment's health and safety management system. It is a document Luton Council always looks for in its monitoring activities.

1.2 This policy sets out education specific responsibilities and arrangements for the management of health and safety; however, school staff employed by Luton Council should also read the council's corporate health and safety policy (CHS001) and the corresponding corporate health and safety manual; this includes the requirement to share information relating to various hazards for example by use of the council's online incident reporting system (AssessNET).

1.3 **Governor involvement**

At Hillborough Junior School, governor responsibility for health and safety is delegated to the Premises Committee. However, it is recognised that in an educational establishment, although one governor may be given the role of health and safety governor, all governors share a collective responsibility for the management of health and safety. Individual governing bodies may make their own specific system, but the minimum expectation is an annual governor(s) inspection of premises; governors may also wish to include an annual detailed examination of policies, incident investigation and the vetting of risk assessments. At Hillborough Junior School, an annual inspection of premises by the health and safety governor along with the premises manager and/or business manager (and co-head teachers if they wish to attend) will take place.

In general, terms, the governing body's role is as a critical friend with a strategic eye. Governors will be involved with planning for any major spend of the budget to deal with a health and safety needs such as the installation of a new fire alarm system. They will also check that risk assessment information refers to Luton Council or national advice. The governors' role can vary over time, but the details of their involvement in health and safety management are recorded in the health and safety policy.

2. Hillborough Junior School - Health and Safety Policy: general statement

2.1 **General statement of health and safety**

The governors and co-head teachers acknowledge and accept that:

2.1.1 Luton Council has the prime responsibility for health and safety and the governing body (management committee in the case of a Pupil Referral Unit) and co-head teachers have specific responsibilities to manage health, safety and welfare at a local level and to implement corporate policies.

2.1.2 These responsibilities must be laid out in the scheme of delegation for the educational establishment and are covered, in general terms, in 3: Organisation.

2.2 They also have responsibilities to fulfil the duties contained in the scheme of delegation and to:

2.2.1 Support the published policies and aims of Luton Council;

2.2.2 Promote continuous improvement in the health and safety performance;

2.2.3 Learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2.3 The co-head teachers, as local health and safety coordinators, must ensure that guidance, codes of practice and other advice from Luton Council are implemented.

2.3.1 The governing body must ensure that the co-head teachers are assisted in implementing the policy, advice and guidance of Luton Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the establishment is managed.

2.3.2 This duty extends to ensuring that working conditions and environment, substances used, equipment provided and working methods adopted, do not impair the wellbeing of any employee or any other person, including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the educational establishment.

Please note: It is not necessary to provide a copy to each person, though a copy must be provided if requested. It is generally sufficient to make the document readily available to all staff.

3. Organisation

3.1 As the employer, Luton Council has overall responsibility for health and safety in community and voluntary-controlled educational establishments (academy foundations). In voluntary-aided educational establishments, the responsibility for health and safety rests with the governing body/trust as the employer.

3.2 The roles and responsibilities of the governing body, co-head teachers and employees are set out below:

3.2.1 Local Authority Community Schools (employer - Luton Council)

3.2.2 Strategic Governance Corporate Directors of People (local responsibility – co-head teachers)

3.2.3 Local Governance (School Governors) - (advise and audit Corporate Health & Safety Team)

3.3 'Educational establishment' is a term given to schools, nurseries and special schools.

3.4 At a local level, duties and responsibilities have been assigned to staff and governors as detailed below:

Task	**Responsible Person** **Name/Job Title**
Local Health and Safety (H&S) System Policy review	David Bradshaw – Head Teacher
H&S governor/committee	Ann Simmonds – Premises Committee
Communication and information management	Diane Hall – Business Manager
Critical Incident Management	Diane Hall – Business Manager

Responsible person for fire, legionella, asbestos	David Bradshaw – Head Teacher
H&S training	Michelle O'Driscoll – Office Manager
Programmed updated training	Michelle O'Driscoll – Office manager
Planned checks procedure – premises/equipment	Colin Whitney – Premises Manager
Risk Assessments for premises, job roles, pregnant staff	Colin Whitney – Premises Manager David Bradshaw – Head Teacher Michelle O'Driscoll – Office Manager
Infection Control	Colin Whitney – Premises Manager Diane Hall – Business Manager Michelle O'Driscoll – Office Manager
Incident reporting/investigation	Reporting: Vanessa Ritchie – Welfare Assistant Investigation: Liam O'Donnell – Deputy Head
Educational trips and activities risk assessments	All class teachers
Fire procedures including Personal Emergency Evacuation Plans (PEEPs)	David Bradshaw – Head Teacher Penny Whelan – Assistant Head (PEEPs)
Locally organised premises maintenance, repair and improvement	Colin Whitney – Premises Manager
First Aid (training and equipment)	Training: Michelle O'Driscoll – Office Manager Equipment: Vanessa Ritchie – Welfare Assistant
Vehicle control and pedestrian safety	All Staff
Educational Visits Coordinator (EVC)	Kat Field – EVC David Bradshaw – Head Teacher (EVC)
Staff wellbeing	Morag Howes – Assistant Head
Minibus	Servicing and maintenance: Diane Hall – Business Manager Checks/Risk assessment: Farhan Farooqi – Teaching Assistant
Child Protection Coordinator – Designated Safeguarding Lead	David Bradshaw – Head Teacher
Supporting pupils with medical conditions	Vanessa Ritchie – Welfare Assistant
Premises security	Colin Whitney – Premises Manager
Contractors on site	Colin Whitney – Premises Manager
Outside lettings	Diane Hall – Business Manager

3.5 The head teacher has responsibility for day-to-day management of health and safety issues and is known as the 'Responsible Person'.

3.6 All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the head teacher, so that hazards can be dealt with quickly.

3.7 Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the local organisation and follows the overall management structure of the school. For example, a subject co-ordinator has an implied higher level of responsibility than a basic grade teacher does, even if the health and safety policy does not provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

3.8 Hillborough Junior School is also the lead school for the Hillrise SEMH Provision and thus retains overall responsibility for health and safety. The local arrangements of this policy will apply equally to the provisions.

The day-to-day management of health and safety for Hillrise SEMH Provision is the Provision Head (Nigel Deacon).

Where the provisions have alternative procedures in place (e.g. for risk assessment, first aid provision) the provision's manager/head teacher will develop their own local health and safety arrangements to supplement those of the school.

LBC's Health and Safety team provides competent health and safety advice for community, community special and voluntary-controlled educational establishments.

Tel: 01582 546290

Email: **DLLBCCorporateHealthAndSafety@luton.gov.uk**

4. Arrangements

4.1.1 Detailed information on the council's expectations is provided in Luton Council's Corporate Health and Safety Policy and associated Luton Council Corporate Health and Safety Manual.

Below are links to local arrangements.

Arrangement 1: Risk assessments

Arrangement 2: Off-site visits

Arrangement 3: Health and safety monitoring and inspections

Arrangement 4: Fire evacuation and other emergency arrangements

Arrangement 5: Inspection/maintenance of emergency equipment

Arrangement 6: First aid and medication

Arrangement 7: Accident reporting and investigation procedures

Arrangement 8: Health and safety information and training

Arrangement 9: Personal safety/lone working

Arrangement 10: Premises and work equipment

Arrangement 11: Flammable and hazardous substances

Arrangement 12: Asbestos

Arrangement 13: Contractors

Arrangement 14: Working at height

Arrangement 15: Lifting and handling

Arrangement 16: Display screen equipment (DSE)

Arrangement 17: Vehicles on site

Arrangement 18: Lettings/shared use of premises

Arrangement 19: Minibuses

Arrangement 20: Stress/wellbeing

Arrangement 21: Legionella

Arrangement 22: Local swimming and pools

Arrangement 1: Risk assessments

The following are risk assessments that are required, due to the need for specific, locally-arranged precautions (some may be incorporated into job role or task-based risk assessments).

- First aid arrangements (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- HR stressor assessment
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds* and for play equipment and wheelchair users
- Working at height
- Hinge protectors for doors and gates
- Clinical waste
- Supervision of swimming (on or off site)
- Fetes, drama productions etc
- Pedestrian safety where vehicles may be moving
- In some cases, new students, those returning after a previous exclusion or students transferring from other educational establishments may present challenging behaviour. A specific risk assessment may be required to assist with identifying measures Hillborough Junior School will take to assist staff to cope. See also Luton Council's Education Violence and Aggression Policy.

*For playtime, there are no minimum pupil/staff supervision ratios laid down in law. The DfES advises that the numbers of staff (teachers or midday supervisors as appropriate) on duty at any one time should be determined

according to the results of a risk assessment which takes into account the ages and abilities of the children and the geographical features of the school. The considerations here are based on health and safety law and the ratios must be in line with the minimum requirements necessary to ensure that children are safely supervised at all times.

Below is guidance from other councils regarding recommended supervision:

• **Nursery pupils** - one supervisor per 20 pupils

• **Infant pupils** - one supervisor per 30 pupils

• **Junior pupils** - one supervisor per 75 pupils

Hillborough Junior School has 360 pupils and supervision at any one time exceeds the recommended supervision both at break time and at lunchtime.

General risk assessments

Hillborough Junior School conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Sarah Ingham (Office) following guidance contained in the Corporate Health and Safety Manual and are approved by the Head Teacher.

Risk assessments are available for all staff to view and are held centrally in the staff room. These assessments will be reviewed on an annual basis, when the work activity changes or an incident requires a review, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual risk assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant Line Manager.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may influence their work.

Curriculum Activities

Relevant subject teachers/class teachers will carry out risk assessments for curriculum activities.

All LBC community educational establishments have a subscription to Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and their publications[1] are used as sources of model risk assessment within science, art and design and technology (DT).

In addition, the following publications are used locally as sources of model risk assessments:

- *Be safe! Health and safety in school science and technology for teachers of 3- to 12-year-olds,* Fourth Edition. The Association for Science Education (ASE). ISBN 978-0-86357-426-9
- National Society for Education in Art and Design (NSEAD). https://www.nsead.org/resources/health-safety/
- *Safe Practice: In Physical Education, School Sport and Physical Activity.* Association for Physical Education (AfPE). https://www.afpe.org.uk/page/Safe_Practice_in_PESSPA#:~:text=Published%20every%20four%20years%2C%20Safe,potential%20risks%20across%20both%20the

[1] CLEAPSS www.cleapss.org.uk , secondary science should be using http://science.cleapss.org.uk/

Arrangement 2. Offsite visits

The council has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned in accordance with the Luton Borough Council Educational Visits Policy.

The council's Education Safety Advisor (i.e. the Active Educational Establishments Manager) must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Educational Visits Co-ordinator(s) (Kat Field or David Bradshaw) who will check the documentation and planning of the trip and, if acceptable, will initially approve the visit before referring to the head teacher.

Arrangement 3. Health and safety monitoring and inspections

A general inspection of the site will be conducted on a termly [2] basis and be undertaken by the head teacher and the premises manager. An annual inspection will be conducted with the H&S governor using the form provided by LBC.

A named governor [Ann Simmonds] will be involved in monitoring the local health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Arrangement 4. Fire evacuation and other emergency arrangements

The head teacher is responsible for ensuring the local fire risk assessment is undertaken and implemented in accordance with the Regulatory Reform (Fire Safety) Order 2005. The local fire risk assessment is located in the Premises Manager's office and filed in the fire logbook. It will be reviewed on an annual basis.

<u>Emergency Procedures</u>

Fire and emergency evacuation procedures are detailed in the staff handbook, the school's emergency response plan and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the local induction process. Regular drills support this training.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Diane Hall (School Business Manager) maintains emergency contact and key holder details.

<u>Fire Drills</u>

- Fire drills will be undertaken termly and results recorded in the fire logbook. Any accidental activation of fire alarms will also be recorded in the logbook.

<u>Fire Fighting</u>

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

[2] Cycle time for formal documented site inspection should be based upon risk, larger Educational Establishments and/or those with higher risks should be undertaken termly.

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment (if trained to use them).
- Staff are made aware of the type and location of portable firefighting equipment at induction.

Details of service isolation points (i.e. gas, water, electricity)

- Gas – Boiler House
- Electricity – Boiler House
- Water – Kitchen and Main Gates

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Premises Manager's office as appropriate, for consultation.

Lockdown Procedures

Lockdown procedures have been agreed and are practiced at least annually. Details of the procedures can be found in the policy folder located in the shared google drive. A copy will also be available in the staffroom.

Arrangement 5. Inspection/maintenance of emergency equipment

Colin Whitney is responsible for ensuring that the local fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire logbook located in the Premises Manager's office.

Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will occur at random times throughout the week.

Any defects on the system will be reported immediately to the alarm contractor, Complete Detection Systems (CDS)

A fire alarm maintenance contract is in place with CDS and they test the system quarterly.

Fire Fighting Equipment

Weekly in-house checks are conducted to establish that all firefighting equipment remains available for use and is operational.

Kiddi undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Kiddi

Emergency Lighting Systems

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by CDS.

Means of Escape

Daily checks are conducted for any obstructions on exit routes and to ensure all final exit doors are operational and available for use.

Arrangement 6. First aid and medication

Hillborough Junior School has assessed the need for first aid provision. Lists of trained staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities) can be found in the welfare office and staffroom.

First aid qualifications remain valid for 3 years. Michelle O'Driscoll (Office Manager) will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Staffroom
- Welfare room
- Reception
- Special Educational Needs Coordinator's (SENCo) office
- Minibus

AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS[3]:**

- Welfare room
- Shire reception

Vanessa Ritchie is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits/ those in vehicles) are complete and replenished as necessary.

Transport to hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil, with the parents/carers.

The school also has access to the school nurse and the diabetic nurse.

School Nurse: 03334050079

Diabetic Nurse: 01582 497112

Administration of medicines

All medication will be administered to pupils in accordance with the Administration of Medicine Policy, based on the DfE guidance *Supporting pupils with medical conditions at school* https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

Detailed arrangements are provided in a separate policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

Vanessa Ritchie (Welfare Assistant) is responsible for accepting medication and checking parents/carers have provided all relevant information prior to administering.

[3] There is no mandatory requirement for educational establishments to purchase a defibrillator. It continues to be dependent on your own risk/needs assessment.

Vanessa Ritchie (Welfare Assistant) will keep records of administration

All non-emergency medication kept on site is securely stored in a locked medical cabinet. Medicines requiring refrigeration are kept in the fridge in the welfare room and they are clearly labelled. Access to these items is strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the welfare room and are clearly labelled with the child's name.

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

Individual Health Care Plans (IHCP)

Parents/carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the academic year, when a child enrols, or on diagnosis being communicated to the school. These will be reviewed annually by Vanessa Ritchie along with parents/carers and health care professionals.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the welfare office. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Arrangement 7. Accident reporting and investigation procedures

LBC-employed staff should primarily follow Procedure Document 01 - Accidents, Incidents, and Near Misses: Reporting and Investigation.

Accidents affecting employees, visitors, contractors, members of the public

Where LBC is the employer then all employee accidents, or accidents to visitors, contractors or members of the public, no matter how minor, must be reported to them using the online accident reporting system AssessNet.

Accidents affecting pupils

SIMS (School Information Management System) is used to record all minor incidents to pupils; more significant incidents, as detailed below, must also be reported to LBC using the online accident reporting system AssessNet.

- Major injuries.
- Accidents where **significant** first aid treatment has been provided.
- Accidents that result in the injured pupil being taken from the scene of the accident directly to hospital.
- Accidents arising from premises/equipment defects.

All major incidents will be reported to the head teacher and the Governing Body. Parents/carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The head teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

The Corporate Health and Safety Team will submit reportable accidents to the Health and Safety Executive (HSE) in accordance with their training and with HSE guidance http://www.hse.gov.uk/riddor/reportable-incidents.htm

A separate accident log will be maintained of all over 3-day accidents where a member of staff is absent for over three days excluding the day of the accident.

Accident investigation.

Accidents/incidents will be investigated; the depth of the investigation will be in proportion to the severity or potential severity of the incident, to prevent similar occurrences, to gather evidence to defend a civil claim or regulatory enforcement – see the LBC Corporate Health and Safety Manual for details of requirements.

The following are responsible for completing investigations at the relevant level and in accordance with the LBC Corporate Health and Safety manual:

Level of Investigation	**Person Responsible**
Minimal	Office Manager
Low level	Assistant Head/Business Manager/Premises Manager
Medium level	Deputy Head
High level	Head teacher/Governors

Minimal and Low level investigations should be recorded on the Accident Investigation Form that is available from the Corporate Health and Safety Team (CHST).

Medium and High-level investigations should be undertaken as a formal report, following guidance in HSG245, and in conjunction with CHST.

Arrangement 8. Health and safety information and training

Consultation

The Premises sub committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by local management.

At present, there is no Teaching Union Health and safety Representative. The GMB appointed Safety Representative on the staff is Rita Samji (Teaching Assistant).

Communication of Information

Detailed information on how to comply with the council's health and safety policy is given in the Health and Safety Manual that is available on the LBC intranet site.

The Health and Safety Law poster is displayed in the staffroom.

The Corporate Health and Safety Team, Tel: 01582 546290, provide competent health and safety advice for community, community special and VC educational establishments.

Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy,
- update training in response to any significant change,
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
- refresher training where required.

Health and Safety Induction Training

All staff must receive an appropriate induction training including training that is matched to their specific work and responsibilities. New members of staff, particularly those with management responsibilities, will need a comprehensive induction.

Guidance: *A general checklist for use with employees could include the following, which includes both basic and more specialised criteria.*

- *Overview of the educational health and safety policy and organisational structure.*
- *Tour of the premises.*
- *Current local health and safety priorities – safety policy targets.*
- *Communication and relationships with other departments, educational establishments and Luton Borough Council.*
- *General health and safety advice, including the Educational Establishments own guidance and that from the council.*
- *The procedure(s) for reporting incidents, hazards, work-related injuries and illnesses and fires.*
- *Where appropriate, curriculum specific guidance.*
- *For certain staff (head teacher, bursar, business manager, caretaker, etc.) the arrangements for ensuring that asbestos management duties are fulfilled and the asbestos register is available.*
- *Initial advice to women of childbearing age about the need for 'expectant and new mothers' risk assessment.*
- *Smoking restrictions around the site.*
- *Fire evacuation and emergency procedures.*
- *Critical Incident procedures including lockdown procedures.*
- *Local arrangements for managing visitors (accompaniment within the site, visitor badges, how to react on discovering an unexpected person on the premises).*
- *Information on locally specific hazards, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles).*
- *Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the grounds.*
- *Fire extinguishers and blankets – location and use.*
- *What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk).*
- *Specific physical/cognitive issues giving rise to the need for Personal Emergency Evacuation Plans.*
- *Introduction to recognised unions and the local representatives.*
- *Infection Control arrangements.*
- *Employee problems and concerns – specific duties and responsibilities regarding staff welfare.*

- *Grievance procedures (as they relate to health and safety).*
- *Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant).*
- *Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets.*
- *Use and care of PPE (personal protective equipment).*
- *Housekeeping procedures for policy documents and local rules.*
- *Legal responsibilities and rights.*
- *Work permit systems (for example, arrangements for visits and trips).*
- *Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors.*
- *Access to wellbeing advice, counselling and other staff support schemes.*
- *Security.*
- *Restricted areas and equipment.*
- *One-on-one instruction and supervision of young and inexperienced workers (and work experience students).*
- *Manual lifting and handling – general advice and risk assessment.*
- *Safe stacking of materials.*
- *Safety procedures for machines, including design technology equipment.*
- *General housekeeping and maintenance of access and egress.*

Any new instructions or restrictions will be communicated to all staff via staff meetings or briefing and recorded in minutes. This will be highlighted as part of the standard cycle of policy review.

Michelle O'Driscoll will keep training records on SIMS.

Michelle O'Driscoll is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The head teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the head teacher's/line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Arrangement 9. Personal safety/lone working

Hillborough Junior School believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

Staff will report any such incidents to the head teacher. The school will work in partnership with the council and police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe. A Violence at Work form should be completed, in addition to reporting the incident via AssessNet.

<u>Lone working</u>

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal educational establishment hours must obtain permission of head teacher and sign in and out of the school.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Arrangement 10. Premises and work equipment

All staff are required to report to Colin Whitney (Premises Manager) any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Colin Whitney is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised/have received specific training is detailed in the register.

Staff are forbidden from bringing personal equipment to school unless the head teacher has granted permission.

Planned maintenance/inspection

Competent contractors conduct regular inspection and testing of educational establishment plant and equipment to legislative requirements. Diane Hall will keep records of such monitoring in Business Manager's office.

Curriculum Areas

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Colin Whitney (Premises Manager).

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

Colin Whitney (Premises Manager) will conduct this inspection and testing according to the agreed frequency of inspection and testing.

Diane Hall (Business Manager)/Partnership Education is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by QUANTEC on a 5-year cycle.

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects. Defects will be reported to the Business manager to organise repairs from an appropriate company.

PE and Play equipment is subject to an annual inspection by SportsSafe.

Arrangement 11. Flammable and hazardous substances

Every attempt will be made to avoid, or choose the least harmful substances that fall under the "Control of Substances Hazardous to Health Regulations 2002" (COSHH Regulations).

Within curriculum areas (in particular science and DT) subject leads are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.).

In all other areas, the establishments' nominated person(s) responsible for substances hazardous to health is Colin Whitney (Premises manager).

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Safety data sheets are obtained from the relevant supplier for all such materials,
- if required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Colin Whitney is responsible for ensuring that COSHH assessments are available from contractors *(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

Arrangement 12. Asbestos

An asbestos survey and management plan is in place for the community educational establishment in accordance with LBC's asbestos policy. The educational establishment's most recent asbestos management survey was conducted in July 2019.

The educational establishment's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in reception.

The head teacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work that could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls, without first obtaining approval from the Premises Manager (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air).

In the event of any damage occurring to materials known or suspected to contain asbestos, the emergency procedures in the local Asbestos Management Plan should be followed.

Professional advice will be sought and details of the incident reported to LBC's Property and Construction team.

The educational establishment's asbestos authorising officers are David Bradshaw (head teacher) and Colin Whitney (Premises Manager). Refresher training is completed annually.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The head teacher/Premises Manager shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained in accordance with legal requirements.
- The educational establishment's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are updated within the site's asbestos register.
- If the site are planning alterations to the fabric of the building, they should submit a 'self-help' form to the council, which will trigger a visit from the Property and Construction compliance team to ensure correct procedures are followed.

Arrangement 13. Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Colin Whitney (Premises Manager) or Mohammed Azad (Site Agent) is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

Educational establishment managed projects

The Construction (Design and Management) Regulations 2015[4] applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct, the governing body are considered the 'client' and therefore have additional statutory obligations. Colin Whitney (Premises Manager) manages these projects on the school's behalf

[4] Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the educational establishments behalf.

who will ensure property owners consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

When considering the appointment of contractors, Diane Hall (Business Manager) will undertake appropriate competency checks prior to engaging a contractor i.e. they have sufficient skills, knowledge and experience to do the job safely (the degree of competence required will depend on the work to be done). The school must inform the Risk Manager of Luton Borough Council so that insurances can be checked.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. In addition, details of their public liability insurance will be requested.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

Arrangement 14. Working at height

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Where work is planned involving excavation of the ground or removal of drainage covers etc., appropriate precautions and risk assessments should be in place to prevent people from falling into open ground. This can be seen as a fall from height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/stepladders http://www.hse.gov.uk/pubns/indg455.htm

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc. or where specific training is required e.g. PASMA training for mobile tower scaffolds.

The school's nominated person(s) responsible for work at height is David Bradshaw (head teacher).
The nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Arrangement 15. Lifting and handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff will be reported to Colin Whitney (Premises Manager) and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a six-monthly basis by a competent contractor.

Arrangement 16. Display screen equipment (DSE)

All staff who use computers daily, as a significant part of their normal work. Significant is taken to be continuous/near continuous spells of an hour or more at a time, e.g. admin/office staff shall undertake a DSE self-assessment.

Advice on the use of DSE is available in the LBC Health and Safety Manual.

Arrangement 17. Vehicles on site

Vehicular access to the school is restricted to school staff and authorised visitors only and not for general use by parents/guardians when bringing children to school or collecting them (unless with prior consent from the head teacher).

Access to the educational establishment must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

Where possible, deliveries are made outside of pupil pick-up and drop-off times.

Arrangement 18. Lettings/shared use of premises

Diane Hall (Business Manager) manages lettings following LBC guidance. Refer to the Premises Lettings Policy.

Arrangement 19. Minibuses

Diane Hall maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the DVLA. [5]

On an annual basis individual staff will be required obtain a check code from the DVLA and provide this to Diane Hall in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence.

[5] All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

Farhan Farooqi (Nominated driver) is responsible for the undertaking regular checks on the vehicles and Diane Hall is responsible for arranging all relevant insurances.

Arrangement 20. Stress/wellbeing

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LBC's management standards.

Staff are able to opt into the schools corporate health package (Westfield Health). They also have membership to the local authority organised Employee Assistance Programme.

Staff appraisals and reviews are used to assess progress towards targets set, but also as an opportunity to discuss workload or anything that is affecting the health and wellbeing of the employee.

A Stress at Work risk assessment is available for all staff, although a more detailed individualised stressor risk assessment will be completed if required.

Arrangement 21. Legionella

The educational establishment complies with advice on the potential risks from legionella as identified in the Corporate Health and Safety manual and in the LBC Legionella Policy.

SafeCare on behalf of Luton Borough Council has completed a water risk assessment of the educational establishment in November because of new pipework. Diane Hall (Business Manager) is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint. A list of roles and named persons who carry them out must be completed as part of the Legionella management plan.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:

- Water is heated and stored to 60^{o}C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom-used outlets and all showers (with all outlets flushed after educational establishment holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from sources of water).
- Quarterly disinfection / descaling of showers.
- Six monthly temperature checks of stored water.
- Where thermostatic mixer valves (TMVs) are fitted, these will be serviced annually.

Arrangement 22. Local swimming and pools

<u>Primary school swimming in public establishments</u>

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s).
- Pupil/swimming teacher ratios.
- Rescue/lifeguard provision provided.

Onsite Pop-Up Pool

Hillborough will be using a Pop Up Pool annually. The school will obtain a copy of the Pool Safety Operating Procedures (PSOP), including the Normal Operating Plan (NOP) and Emergency Action Plan (EAP) to review.

- The school will obtain a copy of the operators insurance policies
- Check with RPA (school insurance) if any further insurance is required
- Obtain swimming activity specific risk assessments.
- Structure and equipment risk assessment

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s)
- Pupil/swimming teacher ratio
- Rescue/lifeguard provision provided
- Erection of shield(Marquees)
- Equipment and resources provided and are appropriate and safe
- Health and safety policies are in place and followed consistently
- Equipment maintenance checks are carried out whilst on site
- Water standards testing is performed daily and evidence is recorded on a secure system
- Microbiological testing procedures
- The use of CCTV when pool not in use

Arrangement 23. Trespassers

School will display signs at the entrance of the school grounds stating that it is only open to authorised users or visitors. The school uses CCTV to assist us in identifying issues regarding unauthorised access to the site.

Where a person is not immediately recognised as having legitimate reason to be on the school grounds, they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the reception where they will be asked to sign in and out and be given a visitors badge.

If it emerges that, the person has no right to be on school premises then:

- They should be asked to leave by the nearest exit and observed until they do so.
- The most senior member of staff available should be informed.

If an intruder refuses to leave and becomes abusive or seems to present a threat to the safety of others, the police should be called immediately. Consideration will also be made by senior staff on whether a lockdown should be needed. Refer to the Lockdown Policy.

If staff feel in anyway threatened they should not approach the individual but find a safe place and call the police. They should not try to physically remove trespassers from the site or engage in arguments with them.

Security measures are in place to prevent unauthorised access to the school site and buildings when it is closed. This includes signage at the school entrance and 24 hour CCTV covering the vast majority of the site. All external gates, both pedestrian and vehicular, are closed and locked to prevent access to the school site. The site agent checks the school thoroughly to ensure all doors and windows are closed to prevent access to the school building.